

BEC HIGHER PRACTICE TEST LISTENING

PART ONE

Questions 1 – 12

- You will hear a recorded telephone message, giving information for speakers at a conference.
- As you listen, for questions 1 – 12, complete the notes, using up to three words or a number.
- You will hear the recording twice.

NOTES FOR SPEAKERS

GENERAL

- 1 Send bio data to the one month before conference.
- 2 Give mobile number for purposes.
- 3 Some can have discounted tickets.
- 4 Must fill in relevant section on form.

PRESENTATION MATERIALS

- 5 Must be in Powerpoint for inclusion in delegate
- 6 In English only – can organise translations.
- 7 Recommended colours: text: background:
- 8 If use the text must not be hidden.

SPEAKER FEEDBACK

- 9 Everyone is asked to fill in
- 10 Speakers receive ratings about one month later.

SPEAKER ETIQUETTE

- 11 Keep company small on slides.
- 12 Time is vital. Each 40-minute session has 10 minutes allocated to